

Divide Case and Convert from Chapter 13 - Motion to

Instructions:

Select *Bankruptcy*

Select *Motions/Application*

Enter case number

Verify case number is correct

Select Document Event: [Divide Case and Convert from Chapter 13 \(fee\)](#)

Insert “Notice” if the document is titled Motion and Notice

Select Party

- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Select the Chapter you wish to convert to

Enter the name of the debtor who will be dividing out of this case and into the new case

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.